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Minimum Qualification Specifications
for the Class:

STUDENT TRANSPORTATION SERVICES MANAGER
(STUDENT TRANSP SVCS MGR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Principles and practices of contract administration; methods and techniques of research, analysis and problem solving; management principles and practices as they relate to program planning and evaluation, effective organization and budget preparation and execution; and report writing.

Ability to: Plan, organize, coordinate, direct and evaluate the Student Transportation Program; learn, interpret, explain and administer policies, rules, and regulations relating to student transportation services; develop and recommend changes in policies and procedures; develop and administer terms and conditions of student transportation contracts; formulate budget, staffing and other operating requirements; identify and solve problems logically and systematically; analyze and evaluate information; communicate effectively both orally and in writing; prepare clear and concise reports, correspondence and informational material; establish and maintain effective working relationships with departmental personnel, private companies, State agencies, and the general public; and supervise and evaluate the work of others.

Basic Education/Experience Requirements:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

General Experience: Two and one-half (2-1/2) years of progressively responsible professional work experience which involved significant responsibility for performing and/or participating in the managerial aspects of a program or operation. Such experience must have involved recommending operating policies and procedures; participating in the preparation of budget and expenditure plans; evaluating program operations and recommending improvements; and recommending allocation/utilization of resources to meet program/operational goals and objectives.

Specialized Experience: Two (2) years of progressively responsible professional work experience in the development and/or administration of contracts which significantly involved one or a combination of the following:

1. Preparing proposals or formal requests for proposals for contractual services, which involved the application of contract terms and conditions.
2. Evaluating, developing, negotiating, or revising the content of proposals and/or contracts.
3. Monitoring or evaluating the performance of contracted parties to ensure compliance with the terms and conditions stipulated in the contracts.

Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for

demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Managerial Aptitude: Applicants must possess managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Possession of a master's degree in Business Administration from an accredited college of university may be substituted for one (1) year of the General Experience.

License Required:

Applicants must possess a valid State of Hawaii driver's license, Type 3.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, selective certification requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class STUDENT TRANSPORTATION SERVICES MANAGER (STUDENT TRANSP SVCS MGR), which replaces the specification for the class Student Transportation Services Manager, 17.490, which was approved on March 10, 2000.

PART II
STUDENT TRANSPORTATION SERVICES MANAGER

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DATE APPROVED: June 7, 2000

MIKE McCARTNEY
Director of Human Resources Development